Salary is $24-26 per hour, with a 35 hour work week (7 hour work days with a half hour lunch). Expected work shifts will be Monday through Friday 8:00 AM to 4:30 PM, with a half-hour lunch; some weekend or evening time may be needed. This position will work out of the Ironton Branch Library. Benefits include vision and dental insurance, paid vacation/sick/personal leave, and OPERS retirement. Applicants should send a resume, cover letter, and three references to Director Luke Bentley at lbentley@briggslibrary.org.

Briggs Lawrence County Public Library
IT Manager

Education, Training and Experience:

Bachelor's degree in computer science including training/knowledge in computer hardware, local, networking and telecommunications equipment, or five years' experience working in a similar position.

Requires a working knowledge of computer operating systems, concepts, techniques and practices of computer operations as applied to the operation of multiple mainframe computers in a clustered environment.

Valid driver's license, insurance and reliable transportation for travel between library facilities.

Characteristic Duties and Responsibilities:

Install, troubleshoot and diagnose hardware, software and network problems.

Serves as network administrator for the system wide network of the public library.

Maintains and updates all the communication, computer, printing, reproducing, microfilm, copying, telephone and fax equipment.

Provides hardware or network related maintenance. Maintains Internet/Web server and NT server to ensure the continuity of service.

Manages the library system's telecommunications hardware, including Internet connection.

Develops and maintains a System Policy and Procedures manual that documents server and network configurations, backup procedures, etc.

Serves as liaison between computer vendors and the library system for hardware and network related problems.

Maintains a hardware/software license inventory including hardware repair records for the library system and safeguards its integrity.

Provides library staff with basic instruction on the use of personal computers, hardware, software, networking, and computer security.

Coordinates and serves as primary public contact for public access computer problems and questions. Advises the library system on distribution, upgrading, and replacement of equipment along with evaluating the operation and different systems and recommends purchases to improve the system.

Generates any reports/information that is needed by Administration.

Performs other duties assigned by the Director.

Knowledge, Skills and Abilities:

Must possess highly effective communication and interpersonal skills.

Must be able to function independently and have to work effectively with clients, co-workers and the public at large.

Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.

Must possess requisite knowledge and the ability to install computer programs and to troubleshoot computer problems and make the needed repairs/adjustments.

Must possess knowledge of various computer programs and the ability to instruct, convey and present information to others in the use of a variety of computer operating systems and software applications.

Ability to lift 40 pounds and be able to stand or sit for long periods of time. Ability to reach, bend, stoop, walk, twist, push and carry to perform essentials of the position. Ability to work in a dusty, public environment.

Supervised by: Director